

Regular Meeting

June 28, 2004  
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, June 28, 2004, at 12:59 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson in attendance.

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RE: *Review and approval of the minutes from the May 24, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeals:*

*Ronetta Ridley vs. Columbus Public Schools, Appeal No. 04-BA-0001 - Bus Driver - discharge - hearing scheduled for August 16, 2004.*

Ronetta Ridley - Bus Driver, Columbus Public Schools, discharged for neglect of duty, dishonesty, insubordination, malfeasance, nonfeasance, misfeasance. This appeal is based on the merits and mitigation. The appellant intends to call three witnesses and expects that her portion of the trial board should last two hours. Columbus Public Schools (CPS) anticipates calling six to eight witnesses; the termination involves three separate incidents. CPS estimated their case would take one full day to complete.

*Kraig Blair vs. Columbus Public Schools, Appeal No. 04-BA-0002 - Custodian II - 10-day suspension - hearing scheduled for September 13, 2004.*

Kraig Blair – Custodian II, Columbus Public Schools, ten-day suspension for dishonesty. This appeal is also based on the merits and mitigation. Columbus Public Schools (CPS) plans to call four witnesses and estimate their case should take two hours. The appellant intends to call two witnesses and also anticipates his case taking two hours.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Request of appellant Brendia J. Neuhart to withdraw the appeal she filed with the Civil Service Commission on June 16, 2003, regarding her discharge from the position of Bus Driver with the Columbus Public Schools – Appeal No. 03-BA-0016.*

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Presentation of the rationale and supporting documentation for the layoff of additional classified civil service employees in the Columbus Public Schools.*

PRESENT: Wayne Christie, Columbus Public Schools

The Commissioners accepted the rationale and supporting documents for the layoff of additional classified civil service employees in the Columbus Public Schools.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on September 8, 2003, and continued on May 10, 2004: Richard Sowards vs. Columbus Public Schools, Appeal No. 02-BA-0023.*

The Commissioners adopted the recommendation of the Trial Board to grant the motion filed by Thomas Drabick, Jr., Director of Legal Services, OAPSE, to withdraw as counsel for the appellant and granted the appointing authority's motion to dismiss based on failure to prosecute.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on May 17, 2004: James E. Allen vs. Columbus Public Schools, Appeal No. 03-BA-0021.*

The Commissioners adopted the recommendation of the Trial Board to affirm the action of the appointing authority terminating James Allen from the position of Bus Driver with the Columbus Public Schools.

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RE: *Columbus Public Schools Classification Actions.*

No Columbus Public School classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Human Resources Assistant with no revisions (Class Code 0910).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Human Resources Assistant with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in September of 1999. There are currently seven incumbents in this classification.

The Human Resources Assistant classification is being reviewed as part of the much larger clerical consolidation project. Because this classification will likely be significantly impacted as a result of this project, which should be culminating within the next six months, it was recommended that Human Resources Assistant be reviewed with no changes at this time.

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Crane Operator with no revisions (Class Code 3426).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Crane Operator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in June of 1999.

There are currently no employees serving in this classification and it was therefore recommended that the specification be approved with no changes.

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Planner I (Class Code 2010).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. The Planner I classification was last revised in September of 1999. Currently there are no employees serving in this classification.

The definition was recommended for revision to more accurately state the reason that this classification exists. The only revision proposed to the examples of work section of the specification was to include a duty statement pertaining to the utilization of geographic information systems. The minimum qualifications section was revised by deleting the different education majors listed with the degree requirement; this revision was recommended to be consistent with the other entry-level professional classes where possession of a bachelor's degree is the sole requirement. An ability statement referencing the use of geographic information systems and office software was added to the knowledge, skills and abilities. No revisions to the minimum qualifications were recommended. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Planner II (Class Code 2011).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. The Planner II classification was last revised in September of 1999. There are currently twenty-nine employees serving in positions allocated to this classification in the Department of Development.

The definition was recommended for revision to more accurately state the reason that this classification exists. The examples of work section was recommended for revision to better represent the diverse types of planning work performed within the different divisions of the Department of Development. No revisions to the minimum qualifications were recommended. Some additional knowledge, skills and ability statements were proposed. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Development Planning Manager, retitle it to read Planning Manager and amend Rule XI accordingly (Class Code 2012).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Development Planning Manager is being reviewed as part of the planning series that is up for review this year. This classification was last reviewed in July 2001 and there are currently three employees serving in positions allocated to this classification in the Department of Development.

It was recommended that the classification be retitled to Planning Manager for consistency within the series and to keep the series together alphabetically. The definition was recommended for

revision to more accurately and succinctly state the reason or purpose that this classification exists. The examples of work section was recommended for revision to better represent the diverse types of planning work performed within the different divisions of the Department of Development. No revisions to the minimum qualifications were recommended. Some additional knowledge, skills and ability statements were proposed. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

*Review of the appeal of Janet Moore regarding her overtime grievance with the Columbus Public Schools – Appeal No. 04-BA-0006.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Moore's appeal without a hearing because of lack of jurisdiction. Ms. Moore's appeal was based upon her belief that she did not receive the regular and/or overtime pay associated with the number of hours she actually worked. The Commission has no jurisdiction over issues involving pay and overtime and therefore, the appeal was dismissed.

*Review of the appeal of Kenneth Logan regarding his overtime grievance with the Columbus Public Schools – Appeal No. 04-BA-0007.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Logan's appeal without a hearing because of lack of jurisdiction. Mr. Logan's appeal was based upon his belief that he did not received the regular and/or overtime pay associated with the number of hours he actually worked. The Commission has no jurisdiction over issues involving pay and overtime and therefore, the appeal was dismissed.

*Review of the appeal of Deborah Hamilton, regarding her request for Receiving Clerk to be on the Same & Similar list for layoff purposes with Columbus Public Schools – Appeal No. 04-BA-0010.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Hamilton's appeal without a hearing. Ms. Hamilton's appeal was based upon her belief that the Receiving Clerk classification should have been identified as a Same and Similar classification relative to her bumping rights after being laid off as a Storekeeper. The Receiving Clerk classification is on the Same and Similar list for Storekeeper, however, that classification is not currently being used by the Columbus Public Schools and there was no Receiving Clerks for her to bump. The bumping alternatives provided Ms. Hamilton were correct.

*Review of the appeal of Samuel Watson regarding the rejection of his application for the Engineering Aide II, Engineering Associate I and Engineering Associate II examinations- Appeal No. 04-CA-0018.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Watson’s appeal without a hearing. The basis of Mr. Watson’s appeal was that he filed his application on-line, that a glitch resulted in the Commission not receiving his applications and that had he been permitted to re-apply, his work experience would have met the minimum qualifications for each classification. The Commission’s on-line system generates and records a confirmation number when an application is submitted; the Commission has no confirmation number associated with Mr. Watson’s name and he has not produced a confirmation number with regard to these positions. As to his reapplication for the examinations, since the Commission did not receive any applications from Mr. Watson during the filing period, this issue is moot.

Background Administrative Reviews		
Name of Applicant	Position Applied For	BAR #
1. Kyle A. Jordan	Police Officer	04- BR-029
2. Jason Stambaugh	Police Officer	04- BR-031
3. Lawrence Culver	Police Officer	04- BR-032
4. Joseph Gerlach	Police Officer	04- BR-033
5. Daniel M. Leesburg	Police Officer	04- BR-034
6. Corbin Wood	Police Officer	04- BR-035
7. Gretchen Sutton	Police Officer	04- BR-036
8. Jonathan Thomas	Police Officer	04- BR-037
9. Scott Babiak	Firefighter	04- BR-038
10. Brian Vogel	Police Officer	04- BR-049

After reviewing the files for Kyle A. Jordan, Jason Stambaugh, Lawrence Culver, Joseph Gerlach, Corbin Wood, Gretchen Sutton and Jonathan Thomas, the Commissioners decided their names would not be reinstated to the police officer eligible list.

After reviewing the files of Daniel M. Leesburg and Brian Vogel, the Commissioners decided their names would be reinstated to the police officer eligible list.

After reviewing Scott Babiak’s file, the Commissioners decided his name would be reinstated to the firefighter eligible list.

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The meeting was adjourned at 1:29 p.m.

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Priscilla R. Tyson, Commission President	August 30, 2004 Date